

PLAN OF WORK
COUNTY OF KING GEORGE
YEAR - 1958

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Home Demonstration Agent

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I. COUNTY SITUATION

King George is a relatively small county (179 square miles) located in the area known as the Northern Neck of Virginia, lying between the Potomac River on the North and the Rappahannock River on the South. The elevations are generally from 100 to 200 feet above sea level. Dahlgren Naval Proving Grounds is situated on the Potomac and occupies 2,000 acres in the Eastern section of the County. The Proving Ground is a Hydroplane and Aeroplane base and testing station for high powered Naval rifles which furnishes employment for 1,700 men and women. The County consists of different rural areas known as Community Groups rather than incorporated towns. Although the Communities are located in rural areas, 63% of these people are non-farm.

Census figures show a population of 6,710 people with an increase in the over-all population in the County over a period of years. Due to the opportunities for employment at Dahlgren, the majority of the 3,000 people living there are immigrants to the county. Their needs and interests differ from those of people living in other parts of the County.

Many of the 470 farms, 41.7% under 50 acres and 22.7% less than 100 acres, are used principally to provide a home and subsistence. Included in the 35% of farms with more than 100 acres are five farms with 1,000 or more acres. This increases the average size farm in King George County to 117.4 acres. A large percentage of the total area of the County is in woodland. The median income of the 1640 families in the County is \$2,563.00.

Government employment is the chief source of income for people living in this area. Other sources are Agricultural Commodities, food manufacturing plants, lumber industry and fishing. The County is at no great disadvantage for Agricultural markets; good highways provide easy access to Washington, Baltimore and Richmond.

Of the 2,043 homes located in the County, 215 were built between 1940-1950. Rural Electrification is available to all sections of the county, however, only 3/4 of the homes have electricity. 41.7% of these dwellings have water under pressure. Many of the farm homes are served by telephones.

Rural families are becoming more and more conscious of better family living. Even with the high cost of living, families continue to build homes and make many improvements in the ones already established. Young families have established goals to work towards, such as home ownership; comfortable homes and economic security. In order to help reach these needs and demands, more homemakers are working away from home. Young couples, especially in the Dahlgren area, are doing much of the construction work in building their homes.

The Health and Welfare Departments, each with an adequate staff, work closely together in promoting better health conditions in the County. More families are recognizing the importance of good health, therefore, there is greater participation on the part of the people in taking advantage of these services.

The median number of school years completed by the average county resident is 7.7 years. Two high schools (one white, one negro) and six grade schools house 1,469 students. Home Economics and Agriculture is offered to 7th grade and other students in both high schools.

One out of every three eligible white youths are enrolled in 4-H Club work.

Recreational facilities are available to all people of the County. Auditoriums which are used for lectures, musicals and dramatic performances are provided by the schools and churches. Swimming, boating and fishing can be enjoyed at beaches along the Potomac and Rappahannock Rivers.

The following government agencies are available to the people: Federal Housing Agency; Soil Conservation Service; Federal Land Bank and Agricultural Stabilization Corporation.

The fundamental aims of the 1958 Extension Program supervised by the home agent are to assist families in maintaining or obtaining a higher standard of living, more adequate housing and better health conditions in the County by giving out useful and practical information related to homemaking and encouraging application of such knowledge gained whenever and wherever possible.

II. COUNTY EXTENSION PROGRAM

A. Under the present Extension set-up in King George County, we have the County Agricultural Council, made up of Farm Bureau members, the Agricultural teacher and a representative of the Soil Conservation Service. Also leaders of one Organized Community Improvement Group; the 4-H County Council, the Home Demonstration Club Committee and an Adult Youth Committee. Each of these Advisory Committees work separately with the Agents and specialists in developing programs which would create interest and help meet the needs of the people in the County.

Plans have been made to hold an Extension dinner meeting February 21st for the purpose of evaluating the present organization and creating an interest for broadening the scope of work.

1. General Interest Committee

At the present time, we do not have an organized group as such. However, throughout the year when there is an interest and need for special interest meetings, on timely information concerning a particular subject; leaders throughout the county, whether they belong to organized

extension groups or not, assist the agent in developing plans for these activities.

2. County Home Demonstration Club Committee

The County Home Demonstration Officers, Program Development leaders, Presidents of the different Home Demonstration Clubs and key leaders of the county make up this Committee. The purpose of this organization is to plan for and coordinate the homemakers program and activities.

This committee will plan for and conduct two meetings during the year. They will also represent the Extension Service at various non-extension meetings in the county and serve on general interest committees. These members will participate in the District and State Federation Meetings and are expected to attend the Institute of Rural Affairs.

B. PROJECT WORK

FOOD AND NUTRITION

Objective— To help improve the nutrition and Health Conditions of families in King George County

Goal

1. To create interest in improving our eating habits.
 - : Methods
 - : Leader training meeting conducted by Mrs. Mary Thompson.
 - : Twelve method demonstrations on Low Calorie meals and desserts will be given by the Agent and food leaders at Home Demonstration Meetings.
 - : Timely bulletins on low calorie diets and calorie-saving recipes will be distributed.
 - : Displays of the Basic seven food charts will be set-up.
 - : Encourage food leaders to attend Nutrition Workshop sponsored by the Virginia Council on Health and Medical Care.
 - : Office conferences will be held for homemakers who request additional information on this subject matter.
 - : Weight Reduction Program will include talks and demonstrations on Hazards of over-weight; weight reduction through diets; exercise to help you loose weight; Low Calorie meals and desserts; choosing clothes to make you slender; Care of Skin and Hair-Do's and Remodeling Clothes. This program to begin in February and carry through until May. Dr. Charles Mundy, local physician, Mrs. Ellen Huff, Health Nurse; Mrs. Patricia Faulkner, Home Economist of Virginia Electric Power Company, Fredericksburg; Mrs. W. R. Mabe, Home Economic Teacher, will assist the Agent in conducting this Special Interest activity.
2. To reduce calories but keep the homemaker well nourished.
 - : A Radio Program will be given by the Agent in March.
 - : Six demonstrations on--Table setting and service will be given by the Agent.
 - : Publicity will be given to our food program through the local weekly newspaper.
 - : Monthly garden suggestions will be given leaders of Home Demonstration and Community Groups.
 - : Office Conferences will be held for homemakers who request information on canning and freezing practices of certain foods.
3. To show the importance of food for good health.
4. To develop skill in serving of food for my family.
5. To gain a better understanding of good production practices in the home garden.

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CLOTHING

Objective -- To help families select Clothing which will make them look their best, feel their best and get the most for their money.

Goals

To help homemakers gain a better knowledge of the economical value of a well planned wardrobe.

To help homemakers understand and develop skill in the selection and care of fabrics.

Methods

- :
- :
- : The Agent will give twelve method demonstrations on Care of Clothing and Mix and Match Clothing Suggestions to Home Demonstration Club groups.
- : Pamphlets on Care of Clothing will be given to homemakers who request them.
- : A special interest meeting on Restyling hats will be conducted by Miss Iva Byrd Johnson, Clothing Specialist, V.P.I. Blacksburg, Virginia, in February.
- : Office conferences and news articles will supply further information to all interested homemakers.
- : Special interest workshop clothing construction will be conducted by the Agent and Mrs. Mickleson, a clothing leader.
- : Individual contacts related to Clothing Problems will be made by the Agent.
- :
- :
- :
- :
- :
- :
- :
- :
- :

HOME MANAGEMENT

Objective — To help families use their time and money more wisely.

- Goals : Methods.
: :
: Leader-training meetings on Better Housekeeping Methods and
1. To gain a better understanding of the recommended practices related to Housekeeping. : Living within the Family Income, will be conducted by Miss
: Helen Alverson, Home Management Specialist, V.P.I. Blacksburg,
: Virginia.
: :
: Leaders to give twelve method demonstrations to Home Demon-
: stration Club groups.
2. To gain a better knowledge of legal matters : :
: Two special interest meetings on Wills and Deeds will be held.
: A local attorney will assist the Agent with the program.
: :
3. To create a desire to use more wisely the family income. : Bulletins on Housekeeping Methods and What Will Become of
: Your Farm will be distributed to interested people
: :
: Assist individual families with problems related to their
: income.
: :

HOUSE FURNISHINGS

Objective:

To help homemakers make their homes more attractive, convenient and comfortable.

Goals

1. Continue to increase interest in correct lighting for the home.

2. To help families understand and develop skill in the restyling of out-dated furniture.

3. To help families understand and develop skill in the selection of colors and furnishings for their homes.

: Methods

:

: One special interest meeting on Good Lighting in the Home will be conducted by the Agent.

:

: Individual assistance will be given two homemakers who will serve as result demonstrators. These homes will be open to the public for a period of two days in October.

:

: Six method demonstrations on Restyling Furniture will be given to Home Demonstration Club Groups by the Agent. Miss Ruth Jamison, Housing Furnishing Specialist, V.F.I., Blacksburg, Virginia, will assist the Agent by supplying illustrative material for these demonstrations.

:

: Individual assistance will be given homemakers upon request on problems related to housefurnishings.

:

: Timely bulletins giving additional information will be distributed throughout the year.

:

: Radio and newspapers will supply further information on related subjects.

HOUSING

Objective: To help families improve their homes by making them more comfortable and attractive.

To assist young families in planning for building convenient and attractive homes.

Goals	Methods
1. To increase interest among farm families in installing water under pressure.	: Individual assistance will be given families who are confronted with housing problems by: : 1. The Agent making visits : 2. Office Conferences : 3. Illustrative Materials will furnish further information
2. To help families in homes which are already established to plan for major remodeling jobs.	: Mr. C. D. Wheary, Agricultural Engineer, V.P.I. Blacksburg, Virginia, will assist the Agent, when necessary, on recommended practices involved in major remodeling jobs. : : Bulletins and Leaflets on recommended plans for Kitchen Storage, bathrooms, clothes closets, building additions to the home and floor plans will be distributed to families who request them.
3. To help young families, who are interested in building a home select floor plans wisely.	: Agents training meeting on Kitchen Storage Conducted by Miss Mary Settle, Housing Specialist, V.P.I. Blacksburg, Virginia : : : :

C. FEDERATION PROGRAM OF WORK -- HOME GROUNDS BEAUTIFICATION

LANDSCAPING

Objective: -- To help families improve the appearance and value of their homes by improving the surrounding grounds.

Goals	Methods
1. To increase interest among families in improving their home grounds.	: Leader training meeting for Program of Work Chairmen on How to Conduct effectively the Home Grounds Beautification Program which has been planned. Mr. Albert Beecher, Associate Horticulturist, V.P.I. Blacksburg, Virginia, will assist the Agent with this meeting.
2. Help families develop a good plan for landscaping the home grounds.	: Conduct A Clean-up, Fix-up, Paint-up Campaign : Home Demonstration Clubs will sponsor a Poster Contest in connection with this activity. 4-H Club members will be asked to participate.
3. Develop a good publicity Program on Home Grounds Beautification	: County-wide Christmas Home Decoration Contest will be held. : Tour of the National Flower Show, Washington, D. C. in March. : Special Interest Meetings
4. To help families develop skill in the setting and pruning of shrubs and trees.	: 1. Method Demonstrations given by the Agent on: : A. Propagate Plants : B. How To Prune Shrubs Correctly : Individual assistance will be given to families with landscaping problems : Assistance on landscaping Community buildings will be given by the Agent to landscaping Committees. : A County-wide special interest meeting on Outdoor Cookery will be conducted in August.

: Home Demonstration Clubs to sponsor a Mailbox Improvement Contest.
:
: Pamphlets on Landscaping Home Grounds, lawns, Care of shrubs and
: perennial plants and Landscaping Church Grounds will be distributed.
:
: Weekly news articles will supply further information to families.
:
: Radio talks on timely subject matter will be given.
:

D. OTHER ACTIVITIES

Community Improvement Club Work

Passapatanzy Community located in the extreme Northern part of the County is strictly rural in it's make-up. However, of the 80 families involved in the Club work there are 4 full-time farmers. The Naval Proving Grounds and Avisco Plant at Fredericksburg, Virginia, furnish employment for many families in this area.

The objective of the members in this Club group is to build a better Community in which to live.

The Goals are:

1. Plan a recreation Program for the youth in the County.
2. Improve the home by:
 - Installing bathroom
 - Remodeling Home for additional space.
 - The addition of Reading Lamps
3. Improving the Outside Buildings and Grounds surrounding the home by participating in the Clean-up-Fix-up and Paint-up Campaign.
4. Provide leadership for different Community activities
5. Every family produce a garden.
6. Plan for one Community activity which would benefit the people living in the Community.

Meetings will be held at the Community House the third Thursday of each month.

PROGRAM FOR 1958

December - Christmas Program - Mr. Epps, Methodist Minister, and the Agent assisted by leaders will conduct the program.

January - Wildlife - Representative of the Wildlife Conservation Service
Community Activity- First Aid Course - Meetings **once** a week
during January and February

February - Landscaping Home Grounds - Slides to be shown by the Agent

March - Musical Program - Conducted by the young people of the Community.

April - Good Gardening- Specialist V.P.I. Blacksburg, Virginia.
Activity Community Sing

May - Cooking School - Sponsored by the Bottle Gas Company of Fredericksburg, Virginia.

June -- Recreation - Picnic for families in the Community. Leaders of the Club group will plan and provide for this activity.

July - August -- No Meetings

September - Good Lighting in the Home--Mrs. Virginia Casey, Home Economist, Northern Neck Electric Cooperative.

October -- Halloween Party for Youth of the Community.

November -- Evaluation of Work Done -- Leaders of the Club conducting this Program.

Monthly Garden Letters will be distributed at each Club Meeting.

An Exhibit on Good Lighting will be set up in the Community during October.

The Agent will work closely with this group in providing opportunities for people to receive the latest information on scientific procedures related to subject matter included in the goals.

2. NATIONAL HOME DEMONSTRATION WEEK

1. Set up an Educational Exhibit at King George Courthouse during the week.
2. Provide an opportunity for 4-H Club members to give demonstrations to Adult Organizations during the month.
3. Publicity on Extension activities will be given through the newspaper.
4. Leaders will conduct a radio program on Home Demonstration work in King George County.

3. 12th DISTRICT FEDERATION MEETING OF HOME DEMONSTRATION CLUBS.

1. This meeting will be held at the Community House in Dahlgren on April 17th. King George Home Demonstration Club members will be hostess to the Federation. The leaders and Agent will devote much time and effort to make this a successful activity.

4. STATE FEDERATION MEETING AND INSTITUTE OF RURAL AFFAIRS

Have each Club represented at these activities which will be held at V.P.I. Blacksburg, Virginia, the latter part of July.

Encourage other leaders of the County to attend these meetings.

5. NON-EXTENSION ORGANIZED COMMUNITY GROUPS

The Dahlgren Community Improvement Club, made up of 352 members in that

area, meet 4 times a year to plan programs and activities which will help meet the desires and needs of the people living in that area.

The Agent will assist this group by:

- a. Distributing timely bulletins to the leaders.
- b. Providing visual-aids for programs to the leaders.
- c. Cooperating with the group in planning and carrying through special activities.

III. FARM AND HOME DEVELOPMENT

The following procedures will be used by the Agent in conducting this phase of the program.

1. This work will be conducted on a County basis.
2. Selection of people ^{who} will represent the various types of farm and non-farm families in the County.
3. The following methods will be used in selecting these families
 - a. Requests from families themselves for this type of assistance.
 - b. The Agent working with families on immediate needs, each recognizing the desires for help in long time planning of objectives.
4. The Agent will assist families in setting-up objectives and goals
5. Plans and procedures for reaching these goals will be developed.
6. Home visits and office conferences will be scheduled by the Agent and families involved for the purpose of:
 - a. Supplying technical information and assistance
 - b. Evaluate work done.
7. The objective for 1958 is:

To help 25 families use what they have wisely.

IV. COUNTY EXTENSION PROGRAM - Youth

A1. 4-H County Council

Purpose of this council is to unify and promote 4-H Club Programs and activities in the County

Officers of the five different Clubs make up the membership of this Council.

They are:

President - John Cheadle
Vice President - Sally Morrison
Secretary and Treasurer - Virginia Williams

The Goals for 1958 are:

To hold a training meeting for all officers on Parliamentary Procedures.

To conduct a radio program during National 4-H Club Week

To encourage greater participation in 4-H County Contest

To assist Agents in checking and collecting record books

To encourage 4-H Club members to attend district 4-H Camp at Jamestown

Set-up an educational exhibit at the Fredericksburg Agricultural Fair in September.

Give scholarships to two boys and two girls attending the State Short Course held at V.P.I. Blacksburg, Virginia, in June

Strive for a higher completion of project work conducted by 4-H members.

2. County Youth Committee

Mothers of outstanding 4-H Club members, homemakers interested in youth and Home Demonstration 4-H leaders make up the membership. The purpose of such Committee is to help plan for and carry through activities which would not only help develop the 4-H member but also other youth in the County.

Activities for 1958

1. Plan for and assist with 4-H County and District Contests
2. Assist in planning for and setting up educational exhibits.
3. Have the Committee represented at some of the 4-H meetings.
4. Plans for recreational activities

Parties for the youth at King George and Potomac Schools in May

B. 4-H Project Work

Good Citizenship - 216 members who are enrolled in 4-H Club Work will work on the project. Method Demonstrations related to this subject will be given by the Agents at the monthly meetings held at the schools. The objective is to give 4-H Club members an opportunity to become better fitted to play their role in achieving social, mental and physical well

being of their community and county.

The Program for 1958 is:

November: Good Grooming

Activity--Good grooming record charts to be checked.

December: Appropriate dress for different occasions.

January: Better Letters

How to write Thank You Notes

Formal Invitations and Replies

Activity--Write a Thank You note to a friend or relative.

February: How to Develop a Nice Personality

Activity Check Sheet--How Do You Rate?

March: You and Your Manners which includes Money, Table and Date Manners

April: Introducing and Entertaining Guests

Activity--Quiz--How is Your Party Polish

May: Plan and Give a Party or Dance for each 4-H Club Group

Activity- Select a girl and boy as Good Citizen of your Club group

2. Clothing -

Members enrolled in this project number 28.

Objective: To help 4-H girl improve her wardrobe by acquiring knowledge and skills in planning, selecting and constructing clothing.

Methods:

4-H Adult Leaders training meeting conducted by the Agent.

Community Workshops conducted by the leaders

Method demonstrations on the following subject matter will be given:

Selection of Materials and Patterns

How to use a pattern

Seams and hem finishes

Correct way to put in a zipper

County Contest

District Contest

Illustrative materials giving further information will be given to 4-H members

Record Books

3. Foods

Twenty-six members are enrolled in this Project.

Objective: To help 4-H Club girl learn the importance of nutrition and its relation to health.

Goals:

1. Develop skill in the selection and preparation of main dishes, salads and breads.

Methods:

Method demonstrations given by the Agent, leaders and mothers.

Illustrative material giving further information necessary for development.

Circular letters to 4-H members enrolled

Workshops

Exhibit of work done

County Contest

District Contest

C. 4-H Activities

1. National 4-H Club Week

Plans for a special Radio Program with 4-H Members participating

Display 4-H Posters in Business places in the County

Have a good representative at the District Awards Meeting to be held in Richmond during the week.

2. Rural Life Sunday

Informative letter for all ministers of the County will go from the Agent's office prior to this Sunday

4-H members take part in the services.

4-H members attend services in groups

4-H Adult leaders assist with this activity by personal contact with Ministers.

3. Short Course

Send two boys and two girls as delegates to the State Short Course at V.P.I. Blacksburg, Virginia, in June

4. District Camp - Jamestown

Arrange to have a higher percentage of 4-H members attend Camp in July.

5. Fredericksburg Agricultural Fair

Encourage more 4-H members to exhibit articles.

Have 4-H girls participate in the Miss Fredericksburg Fair Contest sponsored by Home Demonstration Clubs from surrounding counties.

D. Young Men and Women's Work

There are no organized extension groups of this nature in the County. However, a large percentage of the members enrolled in Home Demonstration Clubs are between the ages of 19-35.

Report of the work being planned for with these people has been given elsewhere.

V. SCOPE OF WORK

A. Organization	No. in 1957	Goal 1958
Number of Home Demonstration Clubs	7	7
Membership	176	176
Number of 4-H Clubs	5	6
Membership	217	236
Number of young men and women's clubs	--	--
Membership	--	--
Number of Community improvement Clubs	1	2
Membership	80 families	405
Number home economic committees	--	--
Number General interest committees	--	--
Number youth committees	--	--
Number other organizations	--	--
Number farm and home development families	11	25

VI. Plan for Leadership	No. in 1957	Goal 1958
A. Over-all Program Leaders	27	85
B. Home Demonstration Club Leadership	No. in 1957	Goal 1958
Number organizational leaders	27	28

	<u>No. in 1957</u>	<u>Goal 1958</u>
Number project leaders (subject matter)	73	48
No. Federation Program of work chairmen	8	8
No. program development leaders	8	8
Number result demonstrators	2	3
Number meetings at which leaders were trained by specialists	11	3
Number meetings at which leaders were trained by district agent	1	1
Number of meetings at which leaders were trained by agent	21	15
Attendance at training meetings	221	
No. club meetings held by leaders without agent present	21	
No. club meetings in which leaders assisted	28	
Total number demonstrations by leaders	35	31
No. talks or discussions by leaders	37	48

Plans for training and using leaders

Organizational

Help plan and coordinate the extension program

Study federation yearbook and distribute copies to other officers

Distribute County Home Demonstration Yearbooks

Discuss the 1958 program with members

Preside at all Club meetings during the year

Assume responsibility of projects and activities which have been planned

Appoint project leaders

Relay educational information to other people of the County

Work closely with the Extension Secretary, Mrs. Morrison, in informing her of Club activities and projects.

Have representatives of clubs at all civic meetings when the request is made.

Cooperate with other agencies in promoting their programs which would benefit the people of the County.

Work closely with the home agent in evaluating the Club program and achievements of club members.

2. Program Development Leaders

Leader training meeting in February

Make local survey

Make home visits when necessary

Lead discussions on program planning at club meetings.

Help club members select work which will help meet the needs and desires of homemakers.

Assist in setting up a county-wide Home Demonstration Program.

Attend all program planning meetings.

3. Subject Matter Leaders

Attend all training meetings and special interest meetings related to the subject matter for which they have been appointed.

Give method demonstrations to Club groups.

Give additional information to club members as well as non-club members in the different communities.

Distribute bulletins and circulars related to the work project.

Conduct special interest meetings for homemakers of the different communities.

4. Federation Program of Work Chairman

Attend leader training meeting

Give 5 minute talks to members at the regular monthly meetings on project work and activities.

Check club members accomplishments periodically.

Give information and assistance to homemakers with individual problems

Assume responsibility of conducting federation activities.

Seek County-wide participation in federation activities.

C. Overall Youth Leaders (Organization leaders for county youth council)	No. in 1957 8	Goal 1958 10
D. 4-H Club	<u>No. in 1957</u>	<u>Goal 1958</u>

	No. in 1957	Goal 1958
Number 4-H Club Officers	15	18
Number adult project leaders	15	15
Number junior project leaders	6	6
Number result demonstrators	-	-
No. Meetings at which leaders were trained by specialist	-	-
No. meetings at which leaders were trained by district agent	-	-
No. meetings at which leaders were trained by agent	7	4
No meetings at which leaders were trained by personnel in 4-H Dept.	-	-
No. meetings at which leaders were trained by others	1	
Attendance at leader training meetings	43	
No. 4-H leaders trained individually	2	
No. club meetings held by leaders without agent present	10	
No. Club meetings at which leaders assisted	15	
No. demonstrations given by adult leaders	24	
No. demonstrations given by junior leaders	12	

Plan for training and using 4-H leaders

Organizational

Train all officers on procedure in conducting meetings.

Preside at all Club Meetings

Help plan and coordinate the 4-H program

Attend all 4-H County Council Meetings

Help plan and coordinate the 4-H Program

Participate in Radio Programs

Represent the 4-H Organization at special programs planned in the County.

Help 4-H Club members complete their record books

Plan for and help conduct 4-H County Activities.

Adult and Junior Subject Matter Leaders

Train leaders in subject matter fields which they are to demonstrate.

Conduct Workshops for 4-H members
 Give Method Demonstrations
 Help plan and conduct 4-H County Contests
 Collect record books and return to Agent
 Assist Agent with method demonstrations
 Distribute illustrative materials
 Adult leaders attend 4-H Camp at Jamestown

VII. WORK WITH OTHER AGENCIES

A. The Electric Power Companies

Mrs. Patricia Faulkner and Mrs. Virginia Casey, Home Economists of the Virginia Electric Power Company and the Northern Neck Electric Cooperative respectively will assist the Agent in conducting special interest meetings on Good Lighting in the Home and Low Calorie desserts.

Joint visits will be made by the Agent and home economists to homes where there is need for assistance on individual problems confronting the homemaker.

The Home Economist will assist the Agent and homemaker in making plans and conducting Open House at homes where recommended practices in Good Lighting have been adopted.

B. Welfare Department

The Agent and homemakers will assist the Superintendent with the different activities which are planned to help meet the needs of the people in the County.

C. Health Department

The Agent and Home Demonstration Club members will cooperate with the Health Nurse, Mrs. Ellen Huff, in promoting participation in Clinics and conducting activities.

Mrs. Ellen Huff, will assist the Agent in conducting the Weight Reduction Program

Conferences and discussions between the agent and Health Nurse on health problems in the county will be held.

D. Civic Organizations

The Agent will represent the Extension Service at special planned meetings.

Solicit their support in carrying through different Extension activities. Provide visual-aids and help secure speakers for different meetings. Cooperate with these groups in planning and carrying through special activities and county projects.

VIII. PLANS FOR DEVELOPING GOOD PUBLIC RELATIONS IN THE COUNTY WITH:

A. Co-workers

Work with the County Agent in coordinating the Extension Program. Cooperate with the Extension Secretary in promoting Good Office Management.

B. General Public

Maintain an intense interest in the people of the County
Assist non-extension groups in planning and carrying through activities.
Represent the Extension Service wherever possible
Attempt to reach more people through the Extension Program

C. Elected Representatives

Acknowledgement of Representatives
Seek participation in County activities
Establish personal contact

D. Commercial Interests

Create an awareness of the Extension Program
Offer service if requested

E. Other Professional Workers

Request their assistance in carrying through Extension Programs
Ask their participation in Programs
Familiarize the workers with the Extension Activities
Gain a better understanding of the services their Programs offer
the people of the County.

IX. PLANS FOR RECORDING PROGRESS AND EVALUATING PROGRAM.

Conduct monthly check on Special Projects

Keep an accurate up-to-date record on individual farm families

Make a study of objectives against accomplishments

Home visits

Office conferences

Questionnaires distributed to families participating in the Extension Program

A study of scrapbooks kept by Home Demonstration Club Groups on accomplishments.

X. PLANS FOR PROFESSIONAL IMPROVEMENT

A. Organized Study

1. Schools

2. Short Courses--Take advantage of All Short Courses available

B. Reading Professional Books and other Publications--Allow a limited amount of time in the daily schedule for reading professional books and publications. Add professional books to personal library each year.

C. Membership in Professional Organizations

Member of the Virginia Home Demonstration Agents Association

D. Participation in Programs and Workshops planned by other Agencies and Organizations.

Present talks and method demonstrations on subject matter of interest to the people.

Publicize and participate in projects set-up.

E. Planned educational trips.

Attend lectures and demonstrations available

Tour manufacturing organizations which will be of benefit

XI. COOPERATE WITH EXTENSION AGENT TOWARD A UNIFIED PROGRAM

1. Joint supervision of 4-H Club Program and Farm and Home Development

2. Work to promote an organized County Agricultural Extension Service Board.

3. Schedule conferences

4. Become more familiar with the Agricultural Program and its objectives.

XII. PROBLEMS ENCOUNTERED IN CARRYING OUT THE EXTENSION PROGRAM.

1. Home Agent has no office. Shares a limited amount of space with the County Agent.

2. Lack of voluntary leadership

3. Diversity of groups makes it difficult to find a common interest as the basis for a successful program.

4. Homemakers seeking employment away from home.

Plans for meeting these problems:

1. Try to get the people to realize the importance of an office for the Home Agent.

2. Create an interest in the Extension Program through:

Special interest programs.

3. Use the following agencies to extend the Extension Program to the people

- a. Talks
- b. News Stories
- c. Radio Programs
- d. Circular letters
- e. Indirect Influence
- f. Use local leaders more effectively.